

London Accommodation Pathfinder (LAP)

Steering Group Terms of Reference

SCHEDULE 3A

The London Accommodation Pathfinder (LAP) will operate four sub-regional steering groups (with the possibility that the South sub-region will subdivide, creating a fifth steering group). They will operate to the following terms of reference.

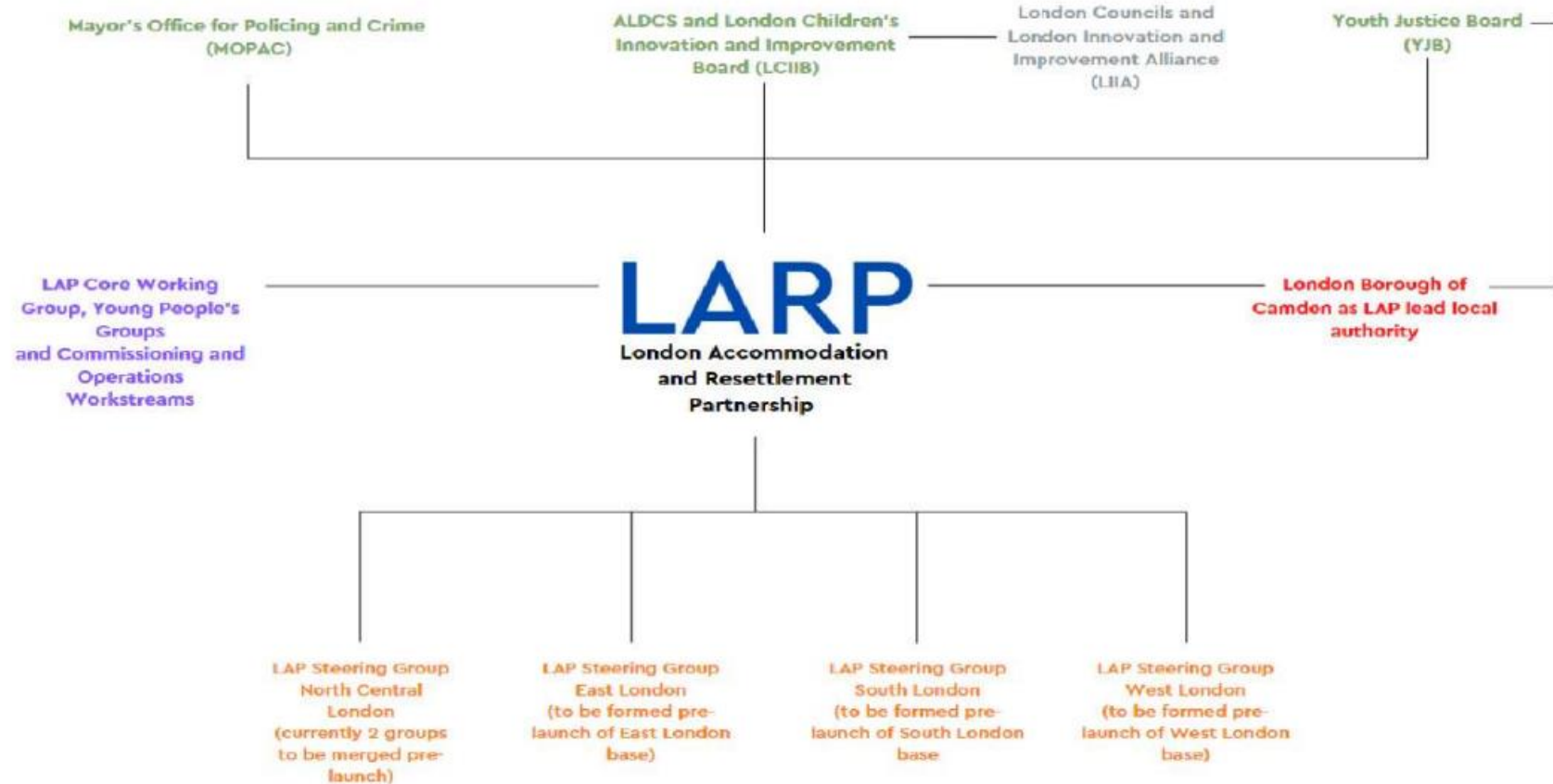
TERMS OF REFERENCE 2024

Membership of Sub-regional LAP Steering Group	LARP Strategic Manager (Chair) LARP Project Support Officer (Administrative support) LARP Project Manager LAP Provider Manager YJS Managers or Head of Services from each Local Authority Commissioning/Placement Lead Children’s Social Care representation from each Local Authority
The Purpose and Objective of the Steering Group	<ul style="list-style-type: none">• The Steering Group oversees the operation of the London Accommodation Pathfinder within its sub-region. Its purpose and role will be to:• Develop/review the Pan-London operations manual by which the LAP operates, including any additional requirements specific to the sub-region.• Ensure the safe and effective operation of the LAP through overseeing the support provided to children/families in placement and transitions.• Monitor referral levels and waiting lists.• Ensure the provision and integration of ‘whole system’ services to support children/families including other LA and statutory services and services from the third sector.

	<ul style="list-style-type: none"> • Oversight of the LAP YJS monthly returns which will support and identify patterns and trends amongst the children. • Review the performance of the LAP within the sub-region, embedding learning • Work constructively with members of the Steering Group and other stakeholders to resolve any areas of difference or challenge. This includes being the forum for sub-regional escalations. • Work with the LARP Strategic Manger, LARP Team and/or appointed officers overseeing the project to ensure the balance of a consistent pan-London approach with meets local need. • Support in the development of the external evaluation
Accountability	<ul style="list-style-type: none"> • Each sub regional Steering Group is accountable to the London Accommodation and Resettlement Board which has governing oversight of the LAP • Youth Justice Board for successful delivery of the pathfinder for LAP during the grant period
Standing Agenda Items	<ol style="list-style-type: none"> 1. Welcome and introductions 2. Matters arising / action log 3. Referral and placement monitoring 4. LAP sub-regional performance against KPIs 5. Pathfinder learning and development 6. Other items can be added as deemed appropriate
Frequency, duration and venue	<p>Each steering group will initially meet every four weeks. The frequency of meetings will be reviewed once the steering group are satisfied that the LAP service is operating well in their sub region. Meetings will take place online via MS Teams in the majority of cases but there might be opportunities to meet face to face.</p>
Administration	<p>The LAP Steering group meeting will be chaired by the LARP Strategic Manager/appointed officer. The LARP Project Support Officer/ or an appointed officer from the Steering Group will minute the meeting and maintain an action log. Responsibility for minute taking will be on a rota basis and overseen by the LARP Project Support Officer</p>

	<p>Papers will be distributed one week prior to the meeting, along with an invitation to Steering Group members to identify items for the agenda. Minutes and the action log will be distributed within one week of the meeting occurring.</p>
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The Diagram below is the London Accommodation Resettlement Partnerships governance board interconnections with key partnership groups for the London Accommodation Pathfinder.



KEY:

LAP Governance

LAP Leading LA and Finance

LAP sub-regional delivery and quality and performance review

LAP operational development

LAP development capacity

LAP communications and engagement with key stakeholders locally and across London

